

Dear Applicant

**RE: Post of Centre Manager**

To help you with your application, you should read the following before completing your form.

We do not accept Curricula Vitae (CV’s). Therefore, it is important that you fully complete each section of our application form, giving the information requested.

LATE APPLICATIONS WILL NOT BE ACCEPTED EVEN IF DELAYED DUE TO TECHNICAL REASONS.

It is the responsibility of each candidate to ensure that all such information is provided. Candidates who fail to provide sufficient information on which a panel might determine their eligibility for the post will not be shortlisted.

You should complete the application form in black ink or in typescript.

We have an equal opportunity policy and endeavour to ensure that selection for jobs, training and promotion is carried out fairly and based on job related criteria. In order for us to properly assess your application, it is important that you complete the form as fully as possible, demonstrating how your skills/experience relate to those described in the advert and Person Specification. The panel may enhance the criteria in order to facilitate short-listing of the post. The panel will shortlist only on the basis of the information provided on your application form.

We also need to monitor the effectiveness of our policy. I would therefore ask you to complete the enclosed monitoring form and return with your completed application form.

**The Equal Opportunities Monitoring form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The **closing date** for receipt of application forms **is Wednesday 16th April 2025 at 12 noon** and applications received after this date will not be considered**. Completed application forms should be emailed to** [**HRAdmin@viablecs.org**](mailto:HRAdmin@viablecs.org)

**Interviews will take place during the week commencing 28th April 2025.**

If you have any disability which prevents you from completing the application process, please contact me to discuss what further assistance you require.

The successful candidate will be required to provide proof of essential qualifications and also provide documentary evidence of their eligibility to work in the United Kingdom. We are also committed to adhering to the Access NI Code of Practice in relation to requesting disclosure checks where appropriate and processing information in accordance with the code. I would like to thank you for the interest you have shown in this post, and I look forward to receiving your application form.

Thank you for your interest in Rainbow Community Childcare.

We look forward to receiving your completed application form and monitoring form.

**Application for Employment**

**PRIVATE AND CONFIDENTIAL**

**Ref No: CM/RBC/03/25**

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| **Position** | **Centre Manager** |
| **Location** | **Eglish, Co Tyrone** |

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| **APPLICANT DETAILS** | | | |
| **Surname:** |  | **Forename(s):** |  |
| **Home Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |
| **National Insurance Number:** | |  | |
| **Reasonable Adjustments**  Please provide details of any special arrangements/ adjustments in relation to either communications or access requirements if invited to interview | |  | |
| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK | |  | |
| This criterion may be wavered if a disability prohibits driving. In this case you must have access to a form of transport which allows you to fulfil the requirements of the job in full. If appropriate, please indicate how you would meet this requirement. | | | |
| **Right to work in the UK**  Do you need a work permit to work in the UK?  As required under legislation, we will require you to present documentary evidence to confirm your right to work in the UK. *E.g. Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation* | |  | |

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| **APPLICANT EDUCATION / QUALIFICATIONS** |

## Relevant secondary/further education - GCSE, O-Level, A-Level, NVQ, Secretarial or equivalent.

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| **Subject** | **Examining Body** | **Level Attained** | **Grade** | **Year** |
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**Relevant third level education and above**

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| **Degree/Diploma/Certificate** | **Result** | **Date Obtained** |
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**Relevant membership of professional bodies** (and courses attended)

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| **Date To/From** | | **Details** | **Grade of Membership** |
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| **3 APPLICANT EMPLOYMENT HISTORY – CURRENT** |
| **Current Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

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| **Name of Current Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Current Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Notice Period** | |  | | |
| **Contact Name of Line Manager for**  **reference** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| **4 APPLICANT EMPLOYMENT HISTORY – PREVIOUS** |

**Previous Employment: Please** include any previous experience (paid or unpaid), starting with the most recent first.

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| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Notice Period** | |  | | |
| **Contact Name of Line Manager for**  **Reference** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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| --- | --- | --- | --- | --- |
| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | |  | **Postcode** |  |
| **Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
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| **Reason for Leaving** | |  | | |
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| **Name of Employer** | |  | | |
| **Employment Date** | **From** |  | **To** |  |
| **Address of Employer** | |  | **Postcode** |  |
| **Current Position / Job Title** | |  | | |
| **Notice Period** | |  | | |
| **Salary and Benefits on leaving post** | |  | | |
| **Reason for Leaving** | |  | | |
| **Notice Period** | |  | | |
| **Contact Name of Line Manager for**  **reference** | |  | | |
| **Key Duties and Responsibilities:** Please use this to also note any additional Information (any other relevant information you feel may be relevant): | | | | |
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**5 GAPS IN EMPLOYMENT**

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| **From** | **To** | **Reason for Gap** |
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| **6 INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. |
| **Essential Criteria** |
| A level 5 Diploma in Leadership for Children’s Care, Learning and Development (Management) or equivalent |
| A minimum of 2 years paid work experience of working with children under 12 years old |
| A minimum of 2 years’ paid work experience of working as a Centre Manager/Leader in an early years setting |
| Experience of developing long, medium and short-term planning for an early years setting |
| Experience of leading financial planning, budgeting and control |
| Knowledge of child development including age appropriate areas of learning |
| Any other information in support of your application (Max 200 words). |

**For Office Use Only**

### **7 CONVICTIONS**

## Disciplinary or grievance procedures, complaints and criminal offences.

**Have you been the subject of either a disciplinary or grievance procedures in any of your previous employment? Please Tick**

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| Yes | No |

If yes, please give details including outcome(s)

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Have you been the subject to a complaint made by a service user, member of the public or colleague? Please Tick

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| Yes | No |

If yes, please give details including outcome(s)

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Given the nature of the job for which you are applying, do you have any convictions that are not “protected” as defined by the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended) Rainbow Community Childcare only ask about convictions which are defined as “not protected” for the purposes of obtaining a Standard or Enhanced disclosure.

All conditional offers are subject to a satisfactory personal declaration and all regulated posts must also have a satisfactory Enhanced Disclosure Check including a Barred list check. Rainbow Community Childcare is committed to the equality of opportunity for all applicants, including those with criminal convictions. We will undertake to ensure an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. If required this will be conducted following the selection process. Whilst the disclosure of information will not automatically prevent an individual from obtaining employment, it is essential that all convictions (other than protected convictions) are disclosed to allow Rainbow Community Childcare to adequately consider their relevance to the post in question. Rainbow Community Childcare considers failure by applicants to declare complete and accurate information about convictions to be a serious breach of trust. Please state 'Yes' to confirm that you accept and understand the above.

Ans: Yes/No

In accordance with the Safeguarding Vulnerable Groups (NI) Order 2007, it is an offence for anyone who is barred from working with Children and/or Vulnerable Adults to seek work in a post involving “regulated activity" in an area from which they are barred. Please state 'Yes' below to confirm that you accept and understand this requirement. Ans: Yes/No

**A copy of the AccessNI Code of Practice, Recruitment of Ex-Offenders Policy, Security of Disclosure Information Policy can be obtained from**

### **8 REFEREES**

Please give the details of two referees of persons who must not be related to you. One of which must be from your current or most recent post. Referees will not be contacted prior to offer of appointment.

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| Referee Name |  | Referee Name |  |
| Position |  | Position |  |
| Company Name |  | Company Name |  |
| Address |  | Address |  |
| Email |  | Email |  |
| Telephone No |  | Telephone No |  |

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| **9 Data Protection** |

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us via your payslip. We many also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties’, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above).

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| **10 DECLARATION** |

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| I declare that all the foregoing statements are true, complete and accurate.  I understand that if I give wrong information or leave out important information I could be dismissed if I take up this job.  I understand that to take up this job I must have satisfactory references, and ACCESS NI check (if applicable).  I understand that I may be asked to show some formal identification and evidence of qualifications if required.  I confirm that as far as I know there are no medical reasons which would stop me from carrying out the duties of this job.  I agree to you making any necessary enquiries during the recruitment and selection process I understand that canvassing will disqualify me from the selection process for this job. | | | | |
| Signed |  | Date |  |